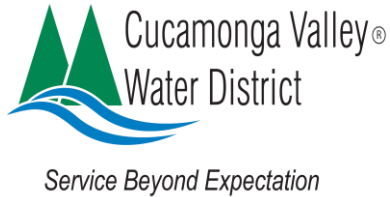


LEAD FLEET AND EQUIPMENT MECHANIC



Job Status: Non-Exempt
Date Adopted: 01-2015
Date Modified: 03-16-2023

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, performs various general, skilled and semi-skilled duties associated with the inspection, adjustment, servicing, and repair of automobiles, trucks, construction equipment and gasoline or diesel power equipment; and performs various tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Lead Fleet and Equipment Mechanic is the advanced journey working level classification. At this level, incumbents perform the most complex and specialized work tasks while exercising broader discretion and independent judgment within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Operations Manager (Construction & Maintenance).

Technical or functional work direction may occasionally be provided to Fleet and Equipment Mechanic I/II by the Lead Fleet and Equipment Mechanic.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Inspects and performs routine servicing of light vehicles and heavy equipment, including lubrication, oil changes, replacement of worn parts, valve adjustments, engine tune-ups, compression tests, emission control system tests and adjustments, and brake adjustments.
2. Diagnoses and troubleshoots vehicle mechanical and electrical problems; determine the extent of repairs needed and makes repairs as required; oversees repair of heavy equipment performed by outside garages.
3. Fits new parts and adjusts water and fuel pumps and fuel injectors, governors, starter motors, clutches, differentials, brake and steering gear; maintains hydraulic booster and vacuum systems; rewires and reconditions electrical systems; repairs or replaces exhaust stems, ignition and door locks, window vent, regulators and dash gauges.
4. Orders parts and maintains vehicle parts inventory; fabricates and modifies brackets, braces and other vehicle parts and equipment; uses arc and gas welding equipment and techniques to construct, repair or modify parts and equipment.

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Essential Functions (continued):

5. Uses computerized diagnostic scanners, electrical test equipment, and hand and power tools required for the work; keeps tools, equipment and garage area neat and serviceable.
6. Keeps fleet maintenance records to include dates of service, repairs made, parts used and recommended future service; participates in evaluating vehicles due for replacement and the selection of replacement vehicles.
7. Services, repairs, and maintains power lawnmowers, small gasoline engines, pumps, and miscellaneous equipment and tools.
8. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
9. Regular attendance at the work site.

Marginal Functions:

1. May visit remote sites to assist with vehicle breakdowns, flat tires, or to arrange towing.
2. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Diagnostic test equipment used for evaluating vehicle functioning and/or need for adjustment.

Methods and techniques for servicing, repairing and adjusting District vehicles and equipment.

Operation of gasoline and diesel-powered internal combustion engines and related mechanical components.

Methods, materials, tools, and equipment of the trade and their use in the maintenance and repair of mechanical equipment.

Preventive maintenance and inspection methods.

Vehicular maintenance record keeping.

Skill in:

Use of a variety of tools and equipment used in the service, repair and adjustment of vehicles and equipment.

Operating and test-driving various commercial and non-commercial vehicles.

Ability to:

Accurately determine mechanical and electrical repair needs and estimate time and cost of repair.

Perform skilled automotive and equipment mechanical work, including the use of electronic diagnostic test equipment for both minor and major repair work.

Read and interpret automobile service manuals, schematics and diagrams.

Prioritize vehicle repair needs and help administer a preventive maintenance program.

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Ability to (continued):

Without assistance, perform heavy manual labor, including lifting and carrying items, such as transmissions and heavy truck tires weighing up to 50 pounds.

Employ safe work methods around potentially hazardous materials such as engine oil, anti-freeze, cleaning solvents, gasoline, diesel fuel, and battery acid.

Maintain a variety of shop and repair work orders and maintenance records.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Job Title	Lead Fleet and Equipment Mechanic
Experience	<ul style="list-style-type: none"> Four (4) years of experience in the maintenance and repair of gasoline and diesel-powered vehicles and equipment at the District.
Education/Training	<ul style="list-style-type: none"> Equivalent to a High School Diploma.
Required License/Certification	<ul style="list-style-type: none"> Possession of the National Institute for Automotive Service Excellence (ASE) as both an ASE Certified Master Automotive Technician and an ASE Certified Master Medium-Heavy Truck Technician certificates.
Desirable Degree/License/Certification	<ul style="list-style-type: none"> National Institute for Automotive Service Excellence (ASE) Certified Master Truck Equipment Technician certificate. National Institute for Automotive Services Excellence (ASE) certificate of completion of the Auto Maintenance and Light Repair Certification Test (GI).
DMV Class	<ul style="list-style-type: none"> Possession of, or ability to obtain within six (6) months of appointment, a valid California Class A Commercial driver's license (CDL) with airbrakes, Tanker (N) endorsements, and a satisfactory driving record.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Shop environment; exposure to dust, grease, noise, fumes and chemicals.

Physical:

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands repetitively to operate, finger, handle or feel office

Physical (continued):

equipment and reach with hands and arms. Employees are frequently required to stand and walk.

Mental:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District managers, staff, vendors, the public and other encountered in the course of work.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.